



# USAID | UGANDA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 617-18-00005

**ISSUANCE DATE:** January 8, 2018

**CLOSING DATE/TIME:** January 19, 2018, 4:45 P.M. Ugandan Time

**SUBJECT:** Solicitation for Cooperating Country Personal Service Contractor (CCNPSC)  
(*Local Compensation Plan*)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with Attachment 1, Sections I through V of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Fredrick Onyango  
Supervisory Executive Officer



**I. GENERAL INFORMATION**

**1. SOLICITATION NUMBER:** 617-18-00005

**2. ISSUANCE DATE:** January 8, 2018

**3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** January 19, 2018, 4:45 PM Uganda Time

**4. POSITION TITLE:** Project Management Specialist (Health Systems Strengthening)

**5. MARKET VALUE:** UGX 102,802,449 – 150,709,572 per annum, inclusive of allowances - equivalent to FSN-10.

In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Uganda. Final compensation will be negotiated within the listed market value.

**6. PERIOD OF PERFORMANCE:** Employment under this contract is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract provisions and clauses and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply.

**7. PLACE OF PERFORMANCE:** Kampala, Uganda with possible travel as described in the Statement of Work.

**8. SECURITY LEVEL REQUIRED:** Employment Authorization

**9. STATEMENT OF DUTIES:**

**(1) General Statement of Purpose of the Contract**

This position is for a FSN professional to serve in USAID/Uganda's Office of Health & HIV/AIDS (OHH). The incumbent provides strategic direction, technical guidance, and administrative expertise for the OHH's health system strengthening (HSS) efforts and linkages to the USAID Mission as a whole, other USG agencies, the GOU, donors and implementing partners. The PMS-HSS will work closely with other team members supporting critical health systems including human resources for health, supply chain management, decentralized HIV and Health services, and management information systems. The PMS-HSS will report to the HSS Deputy Team Leader. The incumbent will work with Government of Uganda partners including Ministry of Health; Ministry of Finance, Planning and Economic Development; Ministry of Local Government; Public Service Commission; Health Service Commission; and district/local governments. Other partners will include USG agencies (CDC, DoD, Walter Reed, and State Department), bilateral organizations and multilateral development agencies to achieve OHH results especially in the area of HSS.

**(2) Statement of Duties to be Performed.**

Specifically, the incumbent will provide technical and professional leadership to plan, implement, monitor, and oversee selected OHH activities related to improved health systems including human resources. The incumbent will be responsible for ensuring coordination of USAID-funded programs through a variety of governmental and non-governmental partners at national, district, and community levels. The role of the incumbent will include planning, designing, organizing, directing, and coordinating development programs and arranging for monitoring and evaluation of activities conducted by implementing partner organizations through grants, cooperative agreements, and/or contracts. The incumbent will be responsible for program activities that: work to improve the

functioning of health systems through new and innovative approaches, strengthen existing systems and structures, and support innovative ways of improving long-term sustainability. The incumbent will engage in national policy discussions relevant for HSS programming especially in relation to HRH as well as health financing.

In addition, the incumbent will exercise considerable judgment and discretion when called upon to directly represent USAID in dealing with senior- and mid-level partners in other USG agencies including the Centers for Disease Control and the State Department, and with the GOU, including the Ministries of Finance; Health; Education and Sports; the Public Service Commission; Health Service Commission; other donors; local organizations; and Implementing Partners (IPs) regarding health systems strengthening and human resources management to achieve the intended Mission and OHH results, particularly in health systems strengthening. Moreover, the incumbent will contribute to Mission and OHH efforts to operationalize the new CDCS 2.0 that sets the agenda for USAID's development assistance to Uganda. The incumbent is expected to perform any additional emerging duties necessary to achieve the goals and objectives of USAID/Uganda.

## **A. PROGRAM MANAGEMENT (50%)**

Provide oversight of all activities related to health systems strengthening, including human resource management in USAID/Uganda's cooperative agreements/contracts. Key program management activities for the Health Systems Strengthening Specialist include:

### **1. Program Planning**

- Provide sound technical advice that will assist in the Uganda Mission's efforts to strengthen health systems, particularly in human resources management and health financing with an annual budget of over \$10 million. Requires close coordination of the USAID/Uganda's HIV and Health programs.
- Provide support in planning, design and overseeing technical and program implementation at national and district levels.
- Develop, in collaboration with OHH's IPs, detailed plans, goals, and objectives for long-range implementation of improved health systems strengthening, human resources and health financing.
- Provide planning expertise in delineating program focus and developing program orientation.
- Exercise good judgment and discretion in resolving program-related issues and conflicts.
- Actively participate in CDCS 2.0 discussions, planning, monitoring, and reporting along USAID's yearly project cycle.
- Actively participate, contribute to the writing, and represent USAID in technical discussions regarding HSS and HRH during Country Operating Plan process.

### **2. Technical Oversight**

- Ensure technical and programmatic synergy within USAID/Uganda supported systems strengthening activities.
- Manage USAID's HRH implementation letter including support for GoU efforts to reorganize and strengthen the human resource capacity at the MOH central level and health facilities to achieve

sustainable and quality health service delivery and management, while enhancing accountability by the MOH for the health workforce both in government and private sectors.

- Serve as the USG technical lead to support the process of transition and integration of the health staff funded by the USG into approved staffing structures at the central MOH and health facilities (both public and private) to enhance the resilience of the health care delivery system so it effectively responds to changing health needs and sustain HIV epidemic control. This person will oversee and monitor the interagency PEPFAR HRH transition plan.
- Participate actively in HSS technical working group (TWG) at various inter-agency level forums and on MoH TWGs; and assist to coordinate USG HRH interventions.

Represent USAID as a subject matter expert on Human resources for Health and broader HSS interventions at various forums including development partners, GOU/MOH and others.

- Contribute to annual Mission Operational Plan's (OP) preparation and reporting including the PEPFAR COP, PMI MOP and the operational plan as well as the reporting cycle – for Performance Plan and Report (PPR), PEPFAR's Annual Performance Report (APR) and semi-annual Performance Report (SAPR), PEPFAR's POART quarterly report and other reporting as deemed required.
- Provide technical advice during USG discussions on improving health systems.
- Provide overall technical guidance and leadership to OHH IPs, emphasizing evidence-based best practices for service delivery within the Ugandan Health System.
- Conduct and analyze program evaluations to redefine concepts and criteria for new and expanding programs, and be responsible for reviewing and presenting HRH and other HSS data.

### **3. Project Management**

- Serve as the A/COR and/or Activity Manager for activities relating to health systems.
- Review workplans, reports, and serve as part of project management team for various projects with HSS related interventions.
- Provide continuity to current programs and instruction and guidance for the start-up of new activities and closeout of ending activities.
- Participate in Mission review of technical proposals in the area of health systems strengthening by potential grantees, to ensure that proposals are technically sound, realistic, and meet the needs of the OHH program.
- Prepare required authorization documents for signature of the responsible Mission official, and track disbursements to program partners.
- Prepare and amend USAID documentation, including modifications for incremental funding actions, Action Memoranda, scopes of work, and budgets for assigned activities in a timely and efficient manner and consistent with USAID regulations and policies.

#### **4. Monitoring, Evaluation, and Reporting**

- Supervise the maintenance of project records and the preparation of periodic reports of activity status.
- Evaluate the performance of IP organizations involved in health systems strengthening activities.
- Conduct periodic field visits to identify and assess the quality of health system activities and the impact of program inputs, and to ensure regular communication with IPs and counterparts at all levels.
- Monitor activity progress, implementation quality, and adherence to budgets.
- Monitor program resources allocated to health systems strengthening activities to ensure that they are being used effectively.
- Report implementation obstacles to relevant OHH sub-team members, and make appropriate recommendations to resolve them.

#### **B. COORDINATION WITH USG AND KEY STAKEHOLDERS (50%)**

- Actively participate in the coordination between USAID, other USG implementers, and key stakeholders involved in improving health systems in Uganda. As the HSS portfolio evolves, the PMS/HSS is expected to play a key role in coordination within USG and outside with other key stakeholders
- Serve as member and at times lead USG coordination working groups.
- Represent USAID on key GOU, donor and other working groups especially on HRH and HSS issues.
- Maintain consistent contact with professional counterparts at the national level and manage the progress against the implementation letter and HRH transition plan.
- Represent the interests of USAID program objectives, using both diplomacy and technical clarity in discussions related to program concerns and issues.
- Arrange for and utilize out-side technical assistance to further enhance implementation of program activities.
- The Specialist should expect adjustments in assigned duties and responsibilities as OHH's program develops, and as guidance and requirements evolve under various initiatives. Other duties will also include:
- Organize site visits, serve as a control officer, and prepare of orientation documents as required.
- Prepare reports for the Mission web site.
- Attend appropriate USAID-sponsored training.
- Prepare speeches, scene setters, and approval memos for various USAID and/or IP events.

Respond in a timely manner to taskers from the Embassy, USAID/Uganda Front Office, Congressional, and USAID/Washington.

**(3) Supervisory Relationship:**

The incumbent will work under the general supervision of the Deputy HSS Team Leader and collaboratively with other member of the Health and OHH teams. The HSS, Family health, malaria/EPT, SI, and HIV/AIDS team leaders will provide substantial interaction and direction into the activities undertaken by the incumbent. Assignments are primarily in terms of program objectives and desired results. Accomplishments are evaluated for conformance with policy and accomplishment of USAID/Uganda objectives and individual work objectives through periodic and annual evaluations.

**(4) Supervisory Controls:**

Continuing supervision of other Mission staff is not expected.

**10. AREA OF CONSIDERATION:** All qualified Ugandans are eligible to submit an offer in response to this solicitation.

**11. PHYSICAL DEMANDS:**

The work requested does not involve undue physical demands.

**Support Items:**

The Specialist will be provided with the support services, equipment, and supplies necessary to perform the work.

**Travel:**

The Specialist will periodically travel within Uganda to visit implementing partner offices and activities. The Specialist will occasionally travel outside of Uganda (e.g. to the United States, South Africa or Thailand) to participate in mandatory classroom based training.

**12. POINT OF CONTACT:** Grace Nakaddu, EXO Specialist, [gnakaddu@usaid.gov](mailto:gnakaddu@usaid.gov) or 0414-306-001.

**II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

In order to be considered for the position, an Offeror must meet the Minimum Qualifications listed below. Consideration and selection will be based on a panel evaluation of the Evaluation Factors.

Additionally, interviews and writing samples may be requested only from the top scoring offerors. Please note that not all Offerors will be interviewed or contacted.

USAID will not pay for any expenses associated with the interviews unless expenses are pre-authorized. Reference checks may be conducted on those Offerors selected for an interview. The Offeror's references must be able to provide substantive information about his/her past performance and abilities. Offerors are required to write a brief cover letter to demonstrate how prior experience and/or training addresses the Minimum Qualifications and Evaluation Factors listed below.

**1. Education:** Must have a Master's degree in public health, international health development, or a closely related degree.

## **2. Prior Work Experience:**

a. Minimum of seven (7) years of progressively responsible professional experience working in the health or development field in Uganda.

b. Five years of this experience should be in direct management of non-government or donor activities in health or development: including designing, implementing, monitoring and evaluation activities.

This experience should have provided experience in strengthening of health systems including human resources for health, health financing and relevant experience working or collaborating with other donors, governments, international organizations, etc. Experience in human resources for health is preferred.

## **3. Job Knowledge:**

a. State-of-the-art, specialized knowledge of technical and programmatic approaches in health system strengthening.

b. Emphasis will be placed on human resources and health financing but should also include other aspects of health systems strengthening.

c. Significant knowledge of program management strategies; and monitoring and evaluation methods is required.

d. A thorough knowledge of the concepts, challenges, principles, techniques, and practices of Uganda's health systems is required.

e. A thorough knowledge of Uganda's economic, political, social, and cultural characteristics, and the history of development assistance, in particular as it relates to health programs in Uganda, including current trends and directions, is expected.

## **4. Skills and Abilities:**

a. Must be able to: work effectively with mid and senior level public and civil society officials from the GOU and from development partners; work effectively in a team environment, and to coordinate well with others; develop effective and collaborative managerial relationships with IPs.

b. Excellent writing and computer skills in order to develop presentations, reports, etc. are required.

c. Diplomacy, tact, cultural sensitivity, and team participation skills are required in order to establish and maintain effective working relationships within USAID, and with the public and private sectors.

d. Excellent organizational skills are required in order to multi-task and stay organized in a complex, frequently changing environment.

e. Demonstrated advanced analytical skills and problem solving, as well as the ability to effectively manage stress and conflict, is required.

### III. EVALUATION AND SELECTION FACTORS

Offers will be initially screened for compliance with application instructions and eligibility in accordance with the qualification criteria above. Incomplete, unsigned applications that are not in compliance with the instructions will not be evaluated or considered for award.

Offerors must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked Offerors who meet the minimum qualification will be invited for an interview and may be given a written evaluation.

Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

Current employees serving a probationary period are not eligible to apply. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

**1. Education (pass/fail)** – Must have a Master's degree in public health, international health development, or a closely related degree.

**2. Prior Work Experience (20 points):**

a. Minimum of seven (7) years of progressively responsible professional experience working in the health or development field in Uganda. *(10 points)*.

b. Five years of this experience should be in direct management of non-government or donor activities in health or development: including designing, implementing, monitoring and evaluation activities. *(10 points)*.

This experience should have provided experience in strengthening of health systems including human resources for health, health financing and relevant experience working or collaborating with other donors, governments, international organizations, etc. Experience in human resources for health is preferred.

**3. Job Knowledge (35 points):**

a. State-of-the art, specialized knowledge of technical and programmatic approaches in health system strengthening. *(5 points)*.

b. Emphasis will be placed on human resources and health financing but should also include other aspects of health systems strengthening. *(5 points)*.

c. Significant knowledge of program management strategies; and monitoring and evaluation methods is required. *(10 points)*.

d. A thorough knowledge of the concepts, challenges, principles, techniques, and practices of Uganda's health systems is required. *(5 points)*.

e. A thorough knowledge of Uganda's economic, political, social, and cultural characteristics, and the history of development assistance, in particular as it relates to health programs in Uganda, including current trends and directions, is expected. *(10 points)*.

**4. Skills and Abilities (45 points):**

- a. Must be able to: work effectively with mid and senior level public and civil society officials from the GOU and from development partners; work effectively in a team environment, and to coordinate well with others; develop effective and collaborative managerial relationships with IPs. *(15 points)*.
- b. Excellent writing and computer skills in order to develop presentations, reports, etc. are required. *(10 points)*.
- c. Diplomacy, tact, cultural sensitivity, and team participation skills are required in order to establish and maintain effective working relationships within USAID, and with the public and private sectors. *(5 points)*.
- d. Excellent organizational skills are required in order to multi-task and stay organized in a complex, frequently changing environment. *(5 points)*.
- e. Demonstrated advanced analytical skills and problem solving, as well as the ability to effectively manage stress and conflict, is required. *(10 points)*.

**TOTAL: 100 Points**

Offerors invited to an interview and written test will be evaluated based upon the same criteria described above. References will be checked for top scoring offeror(s).

**IV. PRESENTING AN OFFER**

- 1. All qualified Offerors will be considered regardless of age, race, color, sex, creed, national or tribal origin, lawful political affiliation, non-disqualifying handicap, marital status, sexual orientation, affiliation with an employee organization or other non-merit factor.
- 2. Late applications, received after the closing date and time, will not be accepted or considered for award.
- 3. To ensure consideration of applications for the intended position, Offerors must prominently reference the Solicitation number in the application submission.
- 4. Eligible Offerors are required to complete and submit:
  - (i) A **signed** AID-302-3 Offeror Information for Personal Services Contracts (<https://www.usaid.gov/forms/aid-302-3>).
  - (ii) Cover letter clearly indicating the position for which you are applying and describing how you meet the minimum requirements.
  - (iii) A Curriculum Vitae/Resume.
  - (iv) Copies of Academic Transcripts.
  - (v) Names, contact numbers, and e-mail addresses of three (3) professional references. At least one of the references must be a prior or current direct supervisor.

5. Offers must be received by the closing date and time specified in Section I, item 3, and submitted to: [KampalaHR@state.gov](mailto:KampalaHR@state.gov).

6. Offers should be in a standard file type such as Microsoft Word (.doc) or Adobe Acrobat (.pdf). All should be in one document which should not exceed 10MB.

7. Submitted offers and documents become the property of USAID and will not be returned.

## **V. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions and how to complete and submit forms for obtaining medical and security clearances.

## **VI. BENEFITS/ALLOWANCES**

As a matter of policy and as appropriate, a PSC is normally authorized the following benefits and allowances - in accordance with the U.S. Mission to Uganda's Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, retirement plan, and medical insurance subsidy.

Final compensation for Offerors will be negotiated within the listed market value.

## **VII. TAXES**

Successful Offerors will be subject to Ugandan tax laws.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCNPSC awards are available at the below sources:

USAID Acquisition Regulation (AIDAR), Appendix J, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including contractual General Provisions ([https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf))

2. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>

3. Acquisition & Assistance Policy Directives and Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts (<https://www.usaid.gov/work-usaid/aapds-cibs>).

4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "Standards of Ethical Conduct for Employees of the Executive Branch," available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See <https://www.oge.gov/web/oge/nsf/OGES%20Regulations>.